

**DATE:** *(Insert today's date)*

**TO:** **ORS/OBSF, Space Administration and Finance Branch**  
**ATTN: Joyce E. Sweasy, Chief**

**FROM:** *(Insert Institute Name)*  
*(Insert Name of Chief Budget Officer or Executive Officer)*

**SUBJECT:** **FY** \_\_\_\_\_ *(enter current FY)*, **Obligation for** \_\_\_\_\_  
*(Examples: Initial build-out construction; A-E Services; General*  
*Alterations/Renovations)* **under lease number LRP** \_\_\_\_\_  
*(Enter the lease number)*

**Lease Number** \_\_\_\_\_ *(self explanatory)*

**Notice to Proceed SLA** \_\_\_\_\_ *(enter SLA number)*

**CAN** \_\_\_\_\_ *(self explanatory)*

**Obligation Amount** \_\_\_\_\_ *(self explanatory)*

**Object Class Code** **25.41, Construction/Renovations/Alterations**

**Obligation Purpose** \_\_\_\_\_ *(enter description of work, should be the*  
*same as description on the subject line above.)*

**Property Location** \_\_\_\_\_ *(enter address of property in which the*  
*work will be conducted.)*

**Floor/Suite** \_\_\_\_\_ *(enter floor number. If you know the suite*  
*number, enter that also.)*

*(Signature of Executive Officer or*  
*Chief Budget Officer)*

*cc:*  
*Kathleen Courie*  
*Project Officer*